

## **FIRE EQUIPMENT COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Fire Equipment Coordinator position exists is to work in a civilian capacity performing a variety of semiskilled and skilled equipment maintenance and repair tasks. This position tests and maintains SCBA's, air systems and equipment for the Fire Department. This classification does not supervise. Work is performed under general supervision of a Deputy Fire Chief.

### **ESSENTIAL FUNCTIONS**

Receives and inspects equipment, tools and SCBA's for damage or specification discrepancies. Oversees outside labor repairs, recalls, warranty claims, and related paperwork. Assists in writing specifications and makes budget recommendations on certain inventory items.

Plans and organizes equipment maintenance, repair and servicing. Identifies characteristics and maintenance needs of a variety of equipment and tools. Maintains records of equipment inspections and repairs per legal requirements, established standards, and National Fire Protection Association (NFPA) regulations.

Maintains SCBA test equipment and performs SCBA fit testing to meet OSHA regulations. Performs fit testing for Fire, Police and Utility workers.

Maintains comprehensive records of all repairs and service performed on regulators, cylinders, and compressors. Replaces worn parts and repairs appliances, audio-visual, and specialty equipment.

Represents the interests of the City in dealing with outside vendors, contractors, and warrantors.

Conveys status of breathing apparatus requests for equipment to come in for repair/inspection, and forecasts need for future replacements.

Maintains and repairs self-contained breathing apparatus by performing functional flow tests, replacing used and worn parts, installing seals and "O" rings, and cleaning air face masks using a variety of specialized and standard hand tools.

Repairs physical training equipment; and nozzles, foam educators, and valves for fire equipment. Performs minor and major overhauls on breathing air compressors.

Performs tests and repairs on extrication equipment to meet manufacturer and NFPA or DOT requirements. Tests and calibrates the air compressor's carbon monoxide and moisture monitors. Repairs oxygen cylinders and calibrates oxygen liter flow gauges.

Performs annual fire hose testing and maintains associated records. Re-couples and repairs fire hoses.

Operates, maintains and repairs power-driven machinery such as gas powered saws, ventilation fans, and rescue tools to test operation.

Instructs new recruits in the use of SCBA's and current department personnel on SCBA updates.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

The maintenance methods and techniques used in the repair of equipment, facility maintenance and care of SCBA's.

The hand tools used in equipment and small appliance repair and maintenance.

PC software applications necessary to perform work including Microsoft Office Software.

#### Ability to:

Maintain and repair self-contained breathing apparatus and related equipment.

Maintain comprehensive repair and service records.

Detects traffic sounds when working near moving equipment including backup warning devices.

Distinguish colors to work with various electrical wiring and color-coded sizing of critical parts on SCBA's.

Analyze data and conditions in diagnosing problems for the repair of SCBA's and other specialized fire apparatus and equipment.

Understand and interpret schematic drawings, layouts, or other visual aids to pinpoint problems with critical life safety equipment (air paks, alarms).

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.

Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Provide superior customer service for both internal and external customers.

Operate a variety of standard office equipment, a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Perform tasks involving moderate and sometimes considerable physical exertion, including moving objects and equipment weighing up to 50 pounds.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to a high school diploma or GED and three years experience in repairing and maintaining valves, regulators, and small equipment. Must have a minimum Class B Commercial Driver's License with air brake endorsement and possess a valid Arizona driver's license with no major driving citations in the last 39 months.

### **Special Requirement**

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements and is subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

Must possess a manufacturer's certification in the maintenance and repair of SCBA equipment by hire or promotion date. Must obtain factory certification in the maintenance and repair of the Scott brand SCBA and Genesis Rescue Tools within three months after hire or promotion.